

# MINUTES

## HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

May 8, 2015

### **1) Call to Order**

The Human Resources Committee met in the Municipal Court Room of City Hall, Friday, May 8, 2015 at 10:30 a.m. The meeting was called to order by Mayor Karen Best.

### **2) Roll Call**

Committee Members present were Mayor Karen Best, Alderman Bob Simmons, Alderman Rick Todd, and Dr. Doug Hayter.

Also present: Jan Fischer, Hillary Bargman, JoLyn Tate, John E. Butler, Norlene Hillier, Chad Forster, Jamie Rouch, Stacy McAllister, Scott Wightman, Tim Connell, Katrina Applequist, and Kimberly Cooper.

### **3) Acknowledgement April 10, 2015.**

The minutes of the April 10, 2015 meeting were acknowledged on a motion by Doug Hayter, seconded by Bob Simmons. Motion approved.

### **4) Discussion of previous Human Resource Committee items.**

HR Director, Jan Fischer updated the Committee on previous topics that have been discussed during the HR Committee Meetings.

### **5) Discussion of Human Resources Manual Updates.**

Jan Fischer asked Human Resources Manager, John E. Butler to present the proposed Human Resources Manual Updates. Doug Hayter asked that the Employee Human Resources Committee (EHRC) revise the language to clearly communicate the process for Promotions, Demotions, and Out-of-Class Work Assignments. The Human Resources Committee decided to hold on recommending the updates until the language was cleaned up.

### **6) Discussion of Revised Employee Appearance at Work addition to the Human Resources Manual.**

Jan Fischer presented the Revised Employee Appearance at Work addition to the Human Resources Manual. The Committee was pleased with the revisions. Rick Todd made a motion to approve the recommendation to go to the Board of Alderman for approval. Bob Simmons seconded the motion. Motion passed.

### **7) Discussion of Municipal Insurance Broker for Property/Liability and Worker's Compensation. [Arthur Gallagher & Co.] [Connell Insurance Inc.] [Municipal Insurance Broker]**

Jan Fischer informed the committee of the steps that the Human Resources Department had taken prior to the meeting. He informed the Committee that Tim Connell from Connell Insurance Inc. would present Connell Insurance's offerings to the committee first and Scott Wightman from Arthur J. Gallagher & Co. would present second. Both brokers were allowed 15 minutes to present the benefits of using the broker services the companies that they represented had to offer. After both of the brokers had presented they left the room so that the HR Committee could discuss the information that was presented. Jan Fischer reported the results of the reference checks that were conducted by the Human Resources Department. He also explained how the Human Resources Department reviewed the Request for Quotes (RFQs). Jan informed the committee that based on the information that was provided on the RFQs that the HR Department recommends Arthur J. Gallagher & Co. for the City's Municipal Insurance Broker for Property/Liability and Workers' Compensation. The Human Resources Committee discussed the information that was provided. After careful consideration of both brokers, the committee had come to an agreement on the decision. Bob Simmons made a Motion to Recommend Arthur J. Gallagher & Co. as the City's Municipal Insurance Broker for Property/Liability

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and Workers' Compensation. The motion was seconded by Rick Todd. The Motion was approved to go before the Board of Alderman.

**8) Discussion of 2015 Employee Survey Plan.**

Jan Fischer presented the revised plan for the 2015 Survey. He explained to the committee that he broke the survey out into 4 separate surveys as the Committee suggested previously in the year. The Committee discussed the logistics of the surveys and recommended ways to ensure that the data collected could best be utilized.

**9) Human Resources Director's Report.**

Jan Fischer informed the committee that Midwest Public Risk, the City's Property/Liability and Workers' Compensation carrier notified the Human Resources Department that due to salary increases and an increase in the number of employees covered that the premium rates for the City will be raised by up to 14%. Jan reported that the Legacy U training that was held in April was a success. He also let the Committee know that the employee appraisal average score went down this year due to the training and rewording of the employee appraisals. Jan Fischer reported to the committee that Norlene Hillier, the City's Human Resources Specialist II is the Employee of the Month for the month of May.

**10) Adjourn.**

A move to adjourn was made by Rick Todd, seconded by Doug Hayter. Motion carried.